

CLASS TITLE: ADMINISTRATOR/MBE COMPLIANCE

Class Code: 02507300
Pay Grade: 39A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, organizing, directing, and evaluating the work of a staff engaged in a comprehensive program designed to ensure that Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) and Veteran Business Enterprises (VBEs) are integrated into and fully participating in the state's procurement activities, including the purchase of goods and services, public works projects, professional, consulting and bond service contracts; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director, Diversity, Equity and Opportunity with wide latitude for the exercise of independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to statewide policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and reviews the work of a staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, organizing directing, and evaluating the work of a staff engaged in a comprehensive program designed to ensure that Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) and Veteran Business Enterprises (VBEs) are integrated into and fully participating in the state's procurement activities, including the purchase of goods and services, public works projects, professional, consulting and bond service contracts.

To be responsible for planning, coordinating, organizing and directing the certification of MBEs, WBEs, DBEs, and VBEs in conformance with federal and state regulations.

To plan, coordinate, organize and direct a program designed to effectively monitor the progress of each state department, agency or quasi-state agency in its implementation of goals with respect to the utilization of MBEs, WBEs, and VBEs.

To conduct monitoring activities including on-site visits to job sites, public hearings, and examination of records and practices of various departments to ensure compliance with MBE, WBE and VBE program objectives.

To arrange for technical assistance, support, and resource identification to assist the various state purchasing entries in attaining program objectives.

To identify and seek assistance from various community-based, local, state and federal agencies and organizations active in the field of minority, women, disadvantaged and veteran business development; to interface with MBE, WBE, DBE and VBE development offices in other state and federal jurisdictions.

To act as a catalyst in an effort to bring MBE's, WBEs and VBEs into active participation in the purchasing procedures of the various departments and commissions of the state.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices and techniques involved in effecting the state's procurement activities as they apply to MBE/WBE/DBE/VBE situations; a thorough knowledge of federal and state laws and regulations with respect to the certification and utilization of Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Disadvantaged Business Enterprises (DBEs) and Veteran Business Enterprises (VBEs); a working knowledge of the organizational structure of State government; the ability to construct, review and revise programs designed to enable department or agency directors to meet the dollar and percentage goals outlined in RIGL § 37-14.1 and RIGL 37-14.3; the ability to foster and

maintain effective working relationships with state officials and workers as well as principles and managers of minority, women, disadvantaged, and veterans businesses, state vendors, contractors and community organizations; the ability to plan, supervise and review the work of a subordinate staff; knowledge of Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to provide clear and accurate information to clients/recipients, agencies, employers and other interested parties in routine to the most complex circumstances; the ability to interact with applicants/recipients, the public and co-workers in a professional, tactful and courteous manner; the ability to prepare and submit special and reoccurring reports, including the most complex statistical breakdowns; the ability to recognize specific information from a mass of data; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's degree from a college of recognized standing with specialization in public administration, business administration, law, accounting or a closely related field; and

Experience: Employment in a position requiring planning, coordinating, and program development of state and/or federal contract compliance review and administration of MBE, WBE, DBE or VBE programs, or closely related experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 24, 1994

Class Revised: October 31, 2004

Class Revised: November 21, 2021